Approved For Release 1999/09/20 : CIA-RDP78-03568A000400190007-0

SECRET
SECURITY INFORMATION

12 September 1952

MEMORANDUM FOR: CHIEF, CLASSIFICATION AND WAGE DIVISION

SUBJECT : Request for Reclassification of Position Y 24, OTS

1. The above identified position is currently classified as a Clerk (Typing), GS-4. It is located in the Fiscal Section, Administration Staff.

2. Since there are only two authorized positions in the Fiscal Section, we feel that in order to carry out properly the assigned tasks of that section, a GS-7 Fiscal Accounts Clerk should be authorized in lieu of a Clerk (Typing), GS-4.

3. The duties of this position are as follows:

a. To assist in the preparation of the annual OTS budget. The incumbent will be expected to supply basic facts and figures on previous expenditures at the time the new budget is prepared.

b. To assist in preparation of regular monthly reports required by the Comptroller as well as certain special reports that are required in connection with periodic audits.

c. To process all travel orders and maintain necessary records to insure proper budget control.

d. To prepare and/or process all travel vouchers, reimbursement vouchers, and requests for operational advances.

e. To maintain a ledger by posting to the proper accounts by object class all funds expended by OTS.

f. To act as the full assistant to the Budget Officer, and in the latter's absence, will act on matters of a routine and semi-routine nature without further review.

4. Your prompt and expeditious attention to the request will be very much appreciated, since we have a qualified candidate whom we wish to assign to this position just as soon as possible.

25X1A9a

[redacted]

Acting Chief, Admin., OTS

#225
4/23/53

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400190007-0

SECRET
SECURITY INFORMATION